

HR Manager

Production Park is a unique support environment for the live events industry, one that unites technology, creative spaces and education.

The HR Manager position will be a hands-on role managing the overall HR operation and the delivery of strategic objectives.

Key Duties

- Manage complex employee relations casework including dispute resolutions, disciplinarys, grievances, absence, retirement and redundancy.
- Apply HR and business knowledge evidencing appropriate decision making skills.
- Advise managers on the terms and conditions of employment and knowledge share best practice with them.
- Develop HR policy and procedures to drive performance and mitigate disputes.
- Implement learning and development policy.
- Provide first line advice on current and existing benefits for employees and managers.
- Provide advice on recruitment and selection strategies.
- Support the recruitment process – this may include writing job descriptions and preparing interview questions and application forms etc.
- Carry out new starter inductions.
- Manage talent and succession planning.
- Drive alignment between HR strategy and business goals.
- Continuously monitor and review HR policies and processes and implement changes where necessary.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Support change management processes.

Qualifications

Being educated to degree level is desirable. CIPD qualification or working towards this is essential.

Previous Experience

- Proven HR generalist experience of three to five years is expected.
- Exceptional organisational and communication skills is required together with proven leadership capabilities and solid knowledge of employment legislation and its application.
- You should be a proactive team player with strong customer service and problem solving skills.
- Experienced in developing and supporting line managers through change.
- A knowledge of working in higher education is desirable but not essential.
- An ability to maintain confidentiality and act with discretion and diplomacy is crucial.
- Self-motivated and able to work under own autonomy or as part of a team.

How to Apply

Please send your CV to Rhona MacDonald at rhona.macdonald@productionpark.co.uk